

GUIDE STEPS FOR MEETING NOTICE (F- 9)

Verification for appropriate use of the Meeting Notice will be done using the notice given at the most recent IEP team meeting. The purpose of the form is to document that the LEA protects parents' rights by informing them as to the intent to meet and the purpose for meeting in a timely manner that allows the parent to participate. The following is a guide for the number of files to review using the F-9.

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| No. of special education files reviewed using F-1 | Less than 25 | Less than 50 | More than 50 |
| No. of files using F-9 | 2-4 | 4-6 | 6-8 or 1 from each school located in the district |

| Question | Instructions |
|-------------|---|
| V.B.2.c | <p>Parents must be provided adequate written notice of IEP meetings.</p> <p>Method: If the notice of the meeting pre-dated the meeting by at least 10 days, this item is in compliance. If the meeting occurred sooner than 10 days after the notice was sent AND the parent attended (or participated by telephone), assume that the notice was adequate and mark this item in compliance. Any other circumstances are in non-compliance.</p> <p>Examples Meeting notice is dated 9/1/00 and the meeting was scheduled for 9/11/00 = I The meeting notice is dated 9/1/00, the meeting was held on 9/2/00 and the parents attended = I The meeting notice is dated 9/1/00, the meeting was scheduled for 9/5/00, the parents did not attend = O</p> |
| V.B.2.e | <p>In order to provide notice in the language of the parent, there must be documentation of the primary language of the parent.</p> <p>Method: Review the file to determine the language of the parent and the language in which the meeting notice was written. The meeting notice must be in the primary language of the home OR there must be substantial documentation that the LEA ensured the parents understood the request for a meeting.</p> |
| V.B.2.b | <p>Parents must be provided procedural safeguards notice with any IEP meeting notice.</p> <p>Method: Determine if PSN was provided to parents along with the request for the IEP meeting. If the meeting notice contains a pre-printed notice that PSN is attached, there must also be some proactive indication such as a check box, initials, date, etc. A pre-printed statement alone does not meet this requirement.</p> |
| No Citation | <p>The purpose of the meeting must be indicated. All items of discussion must be indicated including transition when appropriate.</p> <p>Method: Determine the stated reason(s) for meeting as indicated on the notice. Compare with conference notes or IEP documentation to determine if there were further areas of discussion. Consider this item in compliance if there is no discrepancy noted.</p> |
| No Citation | <p>The time of the meeting is indicated.</p> <p>Method: There should be an indication of the time the meeting is to be held.</p> |

| Question | Instructions |
|-----------------|---|
| No Citation | <p>The location of the meeting is indicated.</p> <p>Method: There should be an indication of the building and/or room that will be used for the meeting.</p> |
| No Citation | <p>The positions of those invited are indicated.</p> <p>Method: Look for documentation of persons invited to the meeting. Positions must be indicated and, when known, the names of those invited. Failure to include names does not result in non-compliance. The documentation should indicate all required IEP team members: special and regular education teachers, LEA representatives, and person to interpret test data, the child and others, as appropriate.</p> |
| No Citation | <p>The student should be invited when transition is discussed.</p> <p>Method: Look for documentation that the student has been invited when transition is a topic to be discussed. Transition will be addressed during IEP meetings for students 14 years old and older and others as appropriate. If transition is not being discussed this item should be marked Z.</p> |
| No Citation | <p>Identifies other agencies invited to attend for transition purposes.</p> <p>Method: It will be necessary to review IEP documentation related to transition to determine if agencies that have been asked to assume responsibilities for services were invited to the IEP meeting. If no agencies are indicated as providing services in the IEP, this item should be marked Z.</p> |
| V.B.3.b | <p>Most recent Meeting Notice includes all required components.</p> <p>Method: Locate the most recent meeting notice. Do not make this compliance call until you have reviewed the following items. To be in compliance you must find appropriate documentation for all six components. If any one of the six components is not appropriately documented, this will be marked as non-compliance.</p> |